

Fiscal Associate I (Financial Operations)

JOB DETAILS

Customer service + data entry + spreadsheets = your dream job? Then join us as a Fiscal Associate I in our Financial Operations Division! We are currently accepting applications! Primary duties include customer service in person and on the phone for treasury billing, utility billing, licensing, and subsequent accounts receivable data entry. Other duties may include analyzing and comparing large sets of data and preparing analytical reports.

WHAT WE NEED

- High School Diploma or equivalent (GED, etc.) is required
- Associate's Degree or equivalent combination of education and experience is preferred
- Strong computer skills and Excel skills

WHAT YOU GET!

- Wage Range: \$19.07 to 22.21 per hour
- Full-Time Employment
- Excellent Fringe Benefits (including health insurance, vacation time, sick leave, etc.)
- Opportunity to serve your community!



APPLICATION DETAILS

Application Deadline:
Open until filled with first review of
applications on March 20, 2020.

Apply online at www.eauclairewi.gov/jobs



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